

# Over-Dimension Permit System Replacement County Working Group



Tuesday, January 17, 2023 | 11:30 a.m. – 12:30 p.m.

[Click here to join the meeting](#)

For more information about the project please visit the [Oregon OD Permit Project web page](#).

County Representatives:	Attended:
Ae-young Lee (Multnomah)	x
Chris Harrell (Hood River)	
Jennifer Drake (Jackson)	x
Michael Johnson (Benton)	x
Mikel Diwan (Hood River)	x
Terry Hendryx (Clatsop)	x
Tiffany Netz (Douglas)	x
Torina Wilson (Deschutes)	x

OD Permit Project Team Members:	Attended:
Sven Johnson (Salem Services Section Manager)	x
Charlie Hutto (OD Program Coordinator)	
Yvonne Wolf (OD Program Specialist)	x
Danielle Hamm (CCD Project Manager)	x
Don Welch (IT Project Manager)	x
Cheralynn Abbott (Change Mgmt Consultant/Facilitator)	x

Time		Topic		Action	Lead
11:30 – 11:35	5 min	0 1	<b>Welcome</b>	Informational	Cheralynn Abbott
		Objective: Thank working group members for their attendance.			
11:35 – 11:50	15 min	0 2	<b>Project Updates</b>	Informational	Sven/Yvonne/ Danielle
		Objectives: <ul style="list-style-type: none"> <li>Review 2022 milestones, preview 2023 work</li> <li>Provide an update on RFP process</li> <li>Share status of County survey</li> </ul>			
11:50 – 12:10	20 min	0 3	<b>Discussion: Reporting Needs</b>	Discussion	Cheralynn
		Objective: Solicit input on future reporting needs.			
12:10 – 12:20	10 min	0 5	<b>Discussion: Preview IGA Work</b>	Discussion	Cheralynn
		Objective: Share objectives and gather input on next steps.			
12:20 – 12:30	10 min	0 5	<b>Closing Comments and Wrap-up</b>	Discussion	Cheralynn Abbott
		Objective: <ul style="list-style-type: none"> <li>Next Meeting: Feb 21<sup>st</sup></li> <li>County Forum: March 21st</li> </ul>			

# Meeting Minutes for January 17, 2023

## Discussion Notes:

Sven and Danielle provided project updates and provided a preview of work to come in 2023 in the areas of:

- Communications
- Stakeholder Engagement
- Data Migration and Integration
- Future State Process Design

RFP is being scored and evaluated at this time. Danielle shared what the process looks like, who is involved and anticipated timing.

County representatives provided input on data reporting needs/wants:

- Information related to the payments we receive from ODOT. Needed for processing checks.
- Ability to determine how many permits on a particular road/bridge
- Route usage/heat map (not just where, but the frequency). How many permits hit a particular route or road.
  - Usage of Annual Permits on particular routes (they aren't route specific, so not likely)
- How many loads (with specific lengths, widths, combinations) on particular roads/bridges – ability to specify ranges that you'd like information on/toggle criterias. Used for planning and design.
- Carrier vehicle information (typical axle spacing and weights) – the vehicle information tied to their account – could also be a toggle criteria.
- Filter – by County (note: some counties use road numbers, some counties do not, could need to establish some consistency when entering routes into the new system). Counties prefer we show both name and number.
- Filter - by whether they're logging, construction, mobile home, etc. Commodity Classification
- Road # and Road Name should be separate fields in the system which allows for them to be reported/filtered separately.
- A report is currently available for Mobility that has a some of this information. Could be a model for a future report.
- Someone mentioned knowing when a permit is actually being used (load in transit), but that is not data the new system is likely to capture.

No promises but this is good input as we evaluate what is possible and the capabilities of whatever system ODOT ends up procuring.

IGA Preview – all IGAs will need to be updated prior to the Go-Live of the new system. Go-Live date will be more clear once we get a vendor on board, but know this process can take time given the legal reviews etc. We will utilize this group in providing first round of input in language modifications before going to the full group. Comments from the group:

- We have had a lot of staffing changes and have not been communicating those within the 30 days required
- May want to consider generic email contacts and/or contacts based on position vs. names They are losing track of their IGA's due to the contact no longer there.
- Might we consider that IGAs are active until terminated by one party or the other (vs. 10 years)
- How can we capture the process we go through so that new staff understand what decisions were made, with whom and how something like a "memo" section?
- Item 3 in the IGA – counties respond within 2 hour – this can be difficult for smaller counties due to staffing and being out of the office
- I heard something about making sure the IGA is realistic, and something about tracking compliance of them.

## Next Steps

- Notes/Slides will be distributed and posted on external site.
- Counties can continue to provide input on data reporting needs/wants over the next few months

# OD Permit County Working Group

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January 17, 2023  
11:30am – 12:30pm

# Agenda

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# Project Updates

## Recent Project Work:

- Preparation for Stage Gate 3
- Updated Communication Plans for 2023
- Launched two working groups:
  - Temporary Restrictions Process Improvement
  - Financials working group

## January 2023:

- Review proposals – Scoring and Interviews
- Continued outreach with all stakeholder groups



# Looking Ahead...

## 2023 Project Goals/Activities

### Communications

Increase Carrier Awareness

Leverage external partners

Build on momentum from 2022

### Stakeholder Engagement

Provide regular updates

Solicit input on topics that impact them

Refine user requirements w/ vendor

### Data Migration & Integration

Update and refine the plan/reduce reliance on MF

Identify resources to complete tasks and establish timelines

Begin data "clean-up" activities

### Process

Define future-state processes

Begin to document new workflows

Identify training needs

Change Management Throughout

# Request for Proposal (RFP) Process

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RFP process is broken down into 3 potential rounds

- Proposal Review
- Interview/Demo
- Sandbox

The initial review panel is made of individuals from IT, CCD, Bridge, Maintenance, Policy, Data and Analysis Division and a Carrier.

The proposal evaluation panel will review all proposals from vendors, score them, and determine if an award should be made or if a set number of vendors will move forward to additional rounds.

If the additional rounds are determined necessary, then additional review participants will be added to the initial panel efforts. The additional panel participants come from CCD, GIS, Counties, and Maintenance and Operations.

# County Survey - Update

Updates have been made based on feedback received. Next steps:

- Distribute via email for final reviews
- Finalize timing and distribution list
- Open the survey



## OD Permit System Replacement Project - County Partner Survey

ODOT's Commerce and Compliance Division is implementing a self-service online permitting system within the next two years. The new system will have automated routing capabilities and customers will be able to request permits 24/7. Counties are a valuable partner in ensuring the safe transport of large loads across the State of Oregon. Your input is critical to the success of this project.

NOTE: ODOT is currently authorized to permit on County Roads through existing Blanket Agreements. None of that will change. Permits that require County approval will also be available through the new system but will be flagged for County review before issuance (similar to today's process).

Hi, Cheralynn. When you submit this form, the owner will see your name and email address.

\* Required

1. Which county are you responding on behalf of? \*

Enter your answer

2. Who should be the primary contact(s) for news related to this project? Please provide name, email and phone number. \*

Enter your answer

3. How many people within your county support OD permitting work? \*

1

2



# DISCUSSION: Future Data Reporting Needs

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We heard and recognize that reporting will continue to be important – counties want to be able to track what's happening on their roads.

What type of information would you like to be able to access?

Be thinking not just about what you get today, but what you aren't able to get that could be useful for your county.

# IGA – Next Steps

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- Why they are important
- How they are used
- Process to update them

**DISCUSSION:** Questions you have, suggestions on how to initiate and complete the work in a timely fashion.

# Closing Comments/Wrap-Up

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Thoughts you've had as you learn more about the project? Topics you'd like to see at future meetings?